

BSW Intern job description

POSITION QUALIFICATIONS & REQUIREMENTS:

- Currently enrolled in an accredited (Council of Social Work Education, CSWE) undergraduate Social Work program (BSW).
- Strong interest in pursuing a career in the mental health field after graduation.
- Excellent written and verbal communication skills.
- Basic knowledge of mental health disorders as recognized by The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, Text Revision (*DSM-5-TR*), evidence-based counseling practices such as Cognitive Behavioral Therapy (CBT), and guidelines of the NASW code of ethics.
- High capacity for self-awareness, self-reflection, and willingness to engage in feedback processes through individual and group supervision.
- Ability to work in a self-directed manner with strong organizational and time management skills, as our practice is a high paced environment.

POSITION DESCRIPTION:

- Under the supervision and direction of a licensed mental health professional, Bachelor's level interns are expected to:
 - provide support services to clients through case management and facilitation of structured activity groups.
 - assist with intake assessments, conduct screenings, and provide psychoeducation.
 - maintain accurate and timely documentation of all clerical work in accordance with legal and ethical standards.
 - coordinate with external resources and providers as needed.
 - participate in case conferences, staff meetings, and professional development opportunities.

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- engage in ongoing supervision to address any clinical or ethical issues that may arise.
- **Administration duties will include working collaboratively with our support staff and assisting with clerical duties related to services provided . Please do not apply if you are not willing to perform administrative and clerical duties.**